

CHAPTER 6 TRAINING

0601. Discussion

a. This chapter provides requirements, guidelines and recommendations for occupational safety and health (OSH) and hazard communication (HAZCOM) training necessary for employees to perform their work in an occupationally safe and healthful manner. Adherence to safe operating practices and procedures cannot be assured unless there is a clear and defined knowledge of the job, its potential hazards and of the strategies necessary to perform the job properly and prevent mishaps. To attain this type and level of knowledge, a well-developed and coordinated training effort keyed to all levels and types of personnel is required. Properly applied OSH training can change behavior and lead to not only mishap reduction but also performance improvement.

b. Activities shall design, provide and tailor OSH training programs to the level of responsibility of the individual so as to instruct individual employees to perform their work in a safe and healthful manner. As a minimum, the training shall meet the requirements of reference 6-1, Subpart H, and shall provide personnel with sufficient knowledge for their effective participation in the activity's OSH program.

c. The Occupational Safety and Health Administration (OSHA) regulations require employers to train their employees on the specific hazards and safe work practices for the hazardous material (HM)/chemicals they use in the workplace. The regulations include training requirements for personnel involved in hazardous material control and management (HMC&M) and personnel who must handle hazardous material or hazardous waste (HW) (see chapter 7).

0602. Shore Training Programs

Appendix 6-A provides minimum OSH training for personnel assigned ashore. Similarly, appendix 6-B provides HAZCOM training requirements. A listing of courses offered by NAVOSHENVTRACEN that meet the requirements of this instruction can be viewed on the NAVOSHENVTRACEN website at www.norva.navy.mil/navosh

a. Management Personnel. Commands shall provide management personnel with sufficient OSH training to enable them to actively and effectively support OSH programs in their specific areas of responsibility. This training shall include:

(1) An overview of appropriate statutes

(2) An in-depth examination of management's responsibilities in relation to the activity's OSH program. Ensuring that an aggressive and continuing OSH program is implemented throughout the activity is the general emphasis for this aspect of management level training. Training topics shall include compliance procedures, mishap costs and prevention strategies, and performance standards and evaluation.

(3) A review of Navy policy on all relevant aspects of NAVOSH. A broad understanding of the material addressed in this manual is essential.

(4) An examination of activity OSH program goals and objectives. Training shall also include a review of local mishap experience, trends and reduction target areas.

(5) An overview of current Chief of Naval Operations (CNO) emphasis programs.

b. Supervisors and Employee Representatives

(1) Supervisory personnel are defined as military personnel, E-5 or above, and civilian personnel who give direction to one or more military and/or civilian personnel. Activities shall provide training for supervisory personnel and employee representatives that include introductory and specialized courses to enable them to recognize unsafe and unhealthful working conditions and practices in the workplace.

(2) Activities shall provide supervisory personnel with training that includes the development of skills necessary to manage their OSH programs at the work unit level. These management skills require the training and motivation of subordinates in the development of safe and healthful work practices and involve the integration of occupational safety with job training. Activities shall ensure that training for supervisory personnel meets the requirements of reference 6-1, Subpart H and also includes OSH performance measurement (both in terms of mishap/hazard prevention and individual employee/supervisor performance), hazard identification and analysis, enforcement of NAVOSH standards, accident investigation, the use and maintenance of personal protective equipment, and HMC&M.

(3) Activities shall provide newly appointed supervisors with OSH training as soon as possible but no later than 180 days after becoming a supervisor. Electronic training methods are acceptable.

c. Non-Supervisory Personnel

(1) Activities shall provide OSH training to non-supervisory personnel that includes specialized job safety and health training appropriate to the work performed by the employees. This training shall include an examination of the relevant NAVOSH standards, an analysis of the material and equipment hazards associated with the worksite and standard operating procedures (SOPs) for specific tasks. Activities shall also provide instructions on employee rights and responsibilities under relevant OSH statutes, regulations, and the NAVOSH program.

(2) OSH offices shall direct specialized training for non-supervisory personnel to the individual's worksite. OSH offices shall ensure that employee training is conducted with input and direction from the workplace supervisor.

(3) Activities shall make arrangements to provide training to all new personnel as close to the time of assuming their responsibilities as possible. The initial training provided for new employees shall include:

(a) Command and/or local policy on occupational safety and health

(b) Work unit policy on occupational safety and health

- (c) Individual responsibility for safety and health
- (d) Employee reporting procedures for hazardous operations/conditions
- (e) Awareness of hazards common to the individual's worksite, trade, occupation or task
- (f) Specific hazards of chemicals/materials used in the workplace and the activity's HAZCOM plan
- (g) An introduction to the local occupational health program, including how to obtain occupational medical assistance, obtain routine medical evaluations and procedures to follow in case of occupational illness or injury
- (h) Personal protective equipment requirements for the job.

d. Safety and Occupational Health Personnel. Activities shall ensure that safety and occupational health personnel are trained through courses, laboratory experience and field study to perform the necessary technical monitoring, consulting, testing, inspecting and other tasks that are required of OSH professionals.

(1) OSH managers shall establish and implement individual development plans (IDPs) for each OSH professional. They shall use reference 6-2 as guidance in planning training for personnel identified. The NAVOSHENVTRACEN, Norfolk, VA, is the primary source for formal NAVOSH classroom training.

(2) As a minimum, OSH managers shall include the following courses in IDPs for OSH professionals: *NAVOSH Assessment Tools and Strategies*, A-493-0089; *Introduction to NAVOSH (Ashore)*, A-493-0050; *General Industry Standards*, A-493-0061; *Electrical Safety Standards*, A-493-0033; *Introduction to Hazardous Materials (Ashore)*, A-493-0031; and *Introduction to Industrial Hygiene*, A-493-0035.

NOTE:

OSH managers shall include in IDPs provisions for completing the core courses listed above. See reference 6-2 for instruction on preparation of IDPs.

(3) Personnel conducting formal OSH training (courses providing 2 or more hours of classroom training) shall complete a formal instructor training course offered by CNET or equivalent training/experience as approved by the NAVOSH manager.

e. Collateral Duty Safety Personnel

(1) Activities shall provide training to personnel to enhance the performance of their duties as specified by Navy programs within the nature and scope of the activity's operations.

(2) As a minimum, military and/or civilian personnel assigned collateral duty responsibilities for safety management shall satisfactorily complete the NAVOSHENVTRACEN course, *Introduction to Navy Occupational Safety and Health (Ashore)*, A-493-0050, or an equivalent course

(as determined or approved by the cognizant Echelon Two headquarters) prior to their assumption of NAVOSH duties.

(3) OSH managers shall prepare individual development plans (IDPs) for collateral duty safety personnel per the guidance provided in reference 6-2 and shall address training necessary to accomplish assigned duties.

f. First Aid and Cardiopulmonary Resuscitation (CPR) Training Requirements

(1) The activity commanding officer shall provide first aid and/or CPR training to those personnel who require it, due to the nature of their work and responsibility. The OSH manager shall:

- (a) Identify those personnel who require such training.
- (b) Ensure that training is conducted for those personnel identified in section 0602f(1)(a).
- (c) Ensure maintenance of appropriate records or documentation, as required by this chapter.
- (d) Coordinate development of procedures and requirements to ensure position descriptions are modified to include the requirement for training and administering CPR as a condition of employment, where necessary.

(2) As a minimum, activities shall review the following categories of personnel to identify specific individuals or job positions required to administer first aid and/or CPR:

- (a) Emergency response teams
- (b) Fire department personnel
- (c) Security personnel
- (d) Medical provider(s)
- (e) Safety and industrial hygiene personnel
- (f) Electrical power plant, power distribution, electrical and electronics personnel
- (g) Supervisors of above personnel or of personnel whose jobs pose comparable risks or risk of severe injury
- (h) Personnel whose jobs pose comparable risks to above personnel or who work at remote sites.

(3) The primary source of training should be through the American Heart Association facilitator located at Navy hospitals and clinics. The American Heart Association course of instruc-

tion is free to Navy personnel through the Navy Military Training Network by the Chief, Bureau of Medicine and Surgery (BUMED). The American Red Cross is another recognized CPR training certification source. First aid training may be through the BUMED hospitals/clinics or through nationally recognized consensus standards training developed by the American Red Cross for Basic and Advanced First Aid.

(4) Activities shall obtain refresher training as necessary to maintain current certification of the trained personnel.

NOTE:

Personnel undergoing this training should use mouthpieces in CPR as personal protective equipment to prevent exposure to bloodborne pathogens.

0603. OSH Training for Forces Afloat

The shore establishment provides both logistic and training support to forces afloat. The Navy encourages fleet units to attend special topic training applicable to local geographic area programs on OSH and HMC&M when they are available and/or appropriate. Reference 6-3, chapter A7, and reference 6-4 provide specific details on forces afloat training requirements.

0604. Educational and Reference Materials

Educational and promotional materials such as posters, films, technical publications, pamphlets and related materials are useful in promoting the reduction and prevention of workplace-related accidents and illnesses. Navy activities shall maintain and subscribe to appropriate materials as an integral element of the NAVOSH program.

a. Reference Library. Each Navy activity shall maintain a suitable safety and health reference library appropriate to the size and functions of the activity.

b. Norfolk Regional Electronic Media Center. Training modules and lessons guides to support training topics required for supervisors and non-supervisors are available from the NAVOSHENVTRACEN homepage at www.norva.navy.mil/navosh/. Current training videotapes and interactive multimedia instructions (IMIs) may be ordered via the Defense Automated Visual Information System's (DAVIS) website at <http://dodimagery.afis.osd.mil/dodimagery/davis/>.

c. National Safety Council Material. Activities may make arrangements to purchase National Safety Council educational and promotional materials through a Federal Supply Schedule contract and local funding. Activities shall use Schedule Title: FSC Group 76, Part 1 to purchase various OSH-related publications, posters, periodicals and films.

d. Information Sources on Hazardous Materials

(1) The Department of Defense (DoD) Hazardous Material Information System (HMIS) provides information on the safe use, transportation, handling, storage and disposal of HM. Information is designed to educate personnel on the safe use and storage of HM, protective equipment and emergency treatment. Personnel shall refer questions on the HM program to:

OPNAVINST 5100.23F
15 July 2002

Commanding Officer
Navy Environmental Health Center
620 John Paul Jones Circle, Ste. 100
Portsmouth, VA 23708-2103
Telephone: (757) 462-5536
DSN 253-5536
FAX: (757) 445-7330

or

Commander
Naval Supply Systems Command
P.O. Box 2050
5450 Carlisle Pike
Mechanicsburg, PA 17055-0791

(2) A variety of materials are available to assist naval activities in implementing HM and HAZCOM programs. Sources of instructional material include a DoD/Federal Agency Hazard Communication Training Program (see appendix 6-B); manufacturer's material safety data sheets (MSDSs); product labels; and technical publications, such as the National Institute for Occupational Safety and Health (NIOSH) criteria documents, OSHA regulations and publications and various commercial subscription services. See chapter 7 for additional information on HAZCOM.

e. Other Material. Various periodicals (such as Ashore, the Navy's official shore safety magazine) are available from the Naval Safety Center (Code 74), 375 A Street, Norfolk, VA 23511-4399, (757) 444-3520, ext7256. Ashore as well as other publications are available on the Naval Safety Center's website at www.safetycenter.navy.mil/. Occupational Hazards magazine is available at no cost from Penton Media Inc., 1100 Superior Ave., Cleveland, Ohio 44114-8245, (216) 696-7000. Applicable portions of the Federal Register are also helpful in updating information for training programs.

NOTE:

Citation of specific educational or reference material does not constitute approval of, or an endorsement of the publication. Rather, it is intended to provide an example of the type of publication.

0605. Recordkeeping (Shore Activities)

Naval activities' OSH offices shall ensure maintenance of training records for 5 years. For military personnel, the OSH office shall record training in the Service Record following applicable regulations. Copies of official training records may accompany personnel transferred within the Navy. Activities' OSH offices shall make the records accessible to authorized personnel involved in safety, occupational health and the management and administration of HM/HW.

a. The minimum required recordkeeping data for individuals trained includes the following:

Name
Organization
(code/shop)
Job title

- b. For each training session or course an individual completes, the following data is needed:

Course Date(s)
Course Title
Instructor's Name
Description and/or Reference to Lesson
Plan

- c. For each training course, the activity shall implement a means to determine the effectiveness of the training. This may take the form of end-of-course testing, follow-up testing, feedback systems, etc.

- d. OSH offices shall maintain copies of lesson plans used for local training classes.

0606. Professional Certification

Certification of individuals in their professional specialty is highly desirable and fully supported by the U.S. Navy. Commanders of local commands should encourage personnel to obtain professional certification, such as certified safety professional (CSP), certified industrial hygienist (CIH), certified occupational health and safety technologist (OSHT), certified occupational health nurse (COHN) and certification by the American Board of Preventive Medicine in occupational medicine (ABPM). Local commands shall support the efforts (within funding capabilities) for the certification of their staff by providing funding for preparatory courses and attendance at meetings/courses for the purpose of maintaining certification. NAVOSHENVTRACEN offers CIH, CSP or CHMM computer study programs for those individuals preparing for the certification examinations.

0607. Responsibilities

- a. Deputy Chief of Naval Operations (DCNO) (Logistics) (N4) shall establish policy for, and resource NAVOSH and HMC&M training programs.

- b. Naval Inspector General (NAVINSGEN) and President, Board of Inspection and Survey (PRESINSURV) shall include evaluations of NAVOSH training programs as a part of all inspections.

- c. Chief of Naval Education and Training (CNET) shall perform those duties identified in section 0206d as well as:

(1) Direct, coordinate, monitor and evaluate the adequacy and effectiveness of NAVOSH and HMC&M training.

(2) Implement assigned actions in the NAVOSH and HMC&M Navy Training System Plan (NTSP).

(3) Ensure NAVOSH and HMC&M courses are listed in the Catalog of Naval Training (CANTRAC), NAVEDTRA 10500.

(4) Coordinate with the Occupational Safety and Health Administration Training Institute (OSHATI) to provide OSH professional development training per appendix 6-C.

d. Commanders of Headquarters Commands shall:

(1) Establish programs to provide OSH training to personnel under their authority. To encourage efficient use of resources and avoid duplication of effort, commanders shall utilize existing programs in other commands, other DoD components, OSHA and other Federal agencies wherever practical. In the event other service, agency or contract training is used, the local activity remains responsible for recordkeeping.

(2) Submit to the NAVOSHENVTRACEN by 1 September each year, via the chain of command, a listing of command NAVOSH training requirements for occupational safety and health personnel. The listing shall identify courses and/or subject matter by recommended delivery location and anticipated number of command attendees. The listing may include prioritized training requirements considered necessary to comply with standards.

e. Commanders, Commanding Officers, Directors and Officers in Charge shall:

(1) Identify local OSH training requirements and sources for training appropriate for personnel and operations under their cognizance.

(2) Accomplish OSH training consistent with the activity needs and the requirements of this chapter as set forth in a local written training plan.

(3) Maintain local OSH training records.

Chapter 6

References

6-1. 29 CFR 1960, Basic Program Elements for Federal Employee OSH Programs and Related Matters Section 1960.28, "Employee Reports of Unsafe/Unhealthful Working Conditions."

6-2. NAVEDTRA Publication 10076A, *Career Development Program* for Safety and Occupational Health and Industrial Hygiene Personnel (NOTAL).

6-3. OPNAVINST 5100.19D of 5 Oct 00, Navy Occupational Safety and Health (NAVOSH) Program Manual for Forces Afloat (NOTAL).

6-4. Navy Occupational Safety and Health and Hazardous Material Control and Management Navy Training Plan (NTSP S-40-8603D) (NOTAL).

Appendix 6-A
Occupational Safety and Health
Training Requirements

Type of Training	Top Management Personnel	Supervisory Personnel & Employee Reps.	Non-Supervisory Personnel	Collateral Duty OSH Personnel	Full-Time OSH Profs.
NAVOSH Orientations***	CH-6, Section 0602a	CH-6, Section 0602b	CH-6, Section 0602c	CH-6, Section 0602e	
Hearing Conservation (when applicable)		Initial and annual refresher IAW CH-18	Initial and annual refresher IAW CH-18		
Asbestos Hazards (when applicable)		Initial and annual refresher IAW CH-17	Initial and annual refresher IAW CH-17		
Respiratory Protection (when applicable)		Initial and annual refresher IAW CH-15	Initial and annual refresher IAW CH-15		
Lead (when applicable)		Initial and annual refresher IAW CH-21	Initial and annual refresher IAW CH-21		
Man-Made Vitreous Fiber (when applicable)		Initial IAW CH-26	Initial IAW CH-26		
Exposure Monitoring				CH-8	CH-8
Hazardous Material	See appendix 6-B	See appendix 6-B	See appendix 6-B	CH-7	CH-7
Confined Space Entry		CH-27	CH-27	CH-27	CH-27
Safety & Occupational Health Topics (as applicable)	Monthly (as appropriate)	Monthly *	Monthly *		
Professional Development (as applicable)				4 CEUs/ equivalent year**	8 CEUs/ equivalent year**
Personal Protective Equipment (PPE) (when applicable)		Initial IAW CH-20	Initial IAW CH-20		
Laser Safety Training		Initial and annual	Initial and annual		

15 July 2002

Type of Training	Top Management Personnel	Supervisory Personnel & Employee Reps.	Non-Supervisory Personnel	Collateral Duty OSH Personnel	Full-Time OSH Profs.
(when applicable)		refresher IAW CH-22	refresher IAW CH-22		
Ergonomics (when applicable)		Initial IAW CH-23	Initial IAW CH-23		
Energy Control (when applicable)		Initial IAW CH-24	Initial IAW CH-24		
Weight Handling (when applicable)		Initial and annual refresher IAW CH-31	Initial and annual refresher IAW CH-31		

NOTES:

NOTE: THE HOURS/CONTINUING EDUCATION UNITS (CEUs) GIVEN ABOVE ARE RECOMMENDED AND NOT MANDATORY EXCEPT WHERE SPECIFIED ELSEWHERE IN THIS MANUAL. THE MEASURE OF SUCCESS OR COMPLIANCE IS KNOWLEDGE AND UNDERSTANDING OF SUBJECT MATTER, NOT LENGTH OF TRAINING. OFF-THE-SHELF OSH VIDEO TRAINING TAPES AND COMPUTER-BASED OSH TRAINING PROGRAMS ARE TO BE USED ONLY AS SUPPLEMENTAL TRAINING TOOLS SINCE THESE TRAINING AIDS DO NOT NECESSARILY MEET ALL TRAINING REQUIREMENTS ESTABLISHED IN THIS CHAPTER OR BY OSHA.

* Cover various topics applicable to employees including mishaps, compensation, MSDSs, work procedures, smoking, stress, plans and goals, radiation, etc. The OSH supervisor can provide these at "stand-up" safety meetings at industrial activities, safety stand-downs or through routed hand-outs/publications in offices. Formal classroom training is not required, however, where meetings or informal classroom training are conducted, document training by roster with subject, date, instructor and attendees; electronic media can be used to document such training. For non-industrial (office) activities or personnel, the OSH supervisor should use monthly or periodic "captain's call" or other meetings or methods to distribute information to promote OSH.

** Continuing Education Unit: One Continuing Education Unit (CEU) is awarded for each 10 contact hours of instruction. One and one tenth CEUs is generally equivalent to one college course credit hour. For Certified Industrial Hygienists: 5 certification maintenance (CM) points (or 1 week per year) are required to maintain certification. For Certified Safety Professionals: 5 points per year are required for Continuation of Certification (COC). For CEU courses, 1 CEU equals 1 COC point and for non-CEU courses, 3 hours of instruction equals 1/4 COC point. (Activities should provide other occupational health professionals with appropriate levels of professional training.)

*** All new employees regardless of their position require NAVOSH orientation training.

Appendix 6-B
Hazard Communication Training

This appendix provides guidelines for implementation of HAZCOM training at the local level. HAZCOM training is required to orient all personnel to the HAZCOM program as discussed in chapter 7 and training for personnel occupationally exposed to hazardous material. Activities shall tailor the latter training to individual jobs and specific exposures. The OSHA HAZCOM Standard does not establish time requirements for training, but instead depends upon employee knowledge of the standard, the HAZCOM program plan, chemical hazards on the job and safe performance of the job. Activities shall use that knowledge as the indicator of program effectiveness and compliance with the Standard. DoD has developed a HAZCOM training program which meets OSHA requirements. The program, entitled *The Department of Defense Federal Hazard Communication Training Program*, consists of seven videotape lessons (DoDFHCTP 3/4 Videotape 505215DN), a trainers guide (DoD 6050.5-G-1 of April 88) and a workbook for employees to complete in conjunction with the videotape lessons (DoD 6050.5-5-W of April 88). The videotapes are available from Navy audio-visual libraries and centers.

Category of Activities Personnel	HAZCOM Training
Top Management	Initial
Supervisors and Employee Reps *	Initial and annual refresher plus spill response & emergencies for supervisors
Non-supervisory Personnel *,**	Initial plus OJT and refresher by supervisor, as required
Emergency Response (Supervisors and Workers), HW Spill, Handlers & Cleanup Personnel	See 29 CFR 1910.120 and OPNAVINST 5090.1B

* For personnel occupationally involved with the use of or exposure to HM. All training must be accomplished prior to exposure to HM.

** OJT must include appropriate review of chemicals used such as review of Material Safety Data Sheets (MSDSs). Stand-up safety meetings can be used for this purpose. Retain records per section 0605.

Appendix 6-C
Occupational Safety and Health Administration Courses for OSH
Professional Development

In order to meet IDP and career development needs of the occupational safety and health staff, the Occupational Safety and Health Administration Training Institute (OSHATI) provides a variety of technical training courses. These courses will be used by Navy OSH personnel as one means of meeting technical training needs. The NAVOSHENVTRACEN shall coordinate with OSHATI to provide courses for naval OSH professionals based on requirements identified by command headquarters in their annual training requirement submissions. Following is a list of courses that will be provided periodically either through OSHATI or qualified contractors. For more specific information on OSHATI courses, see annual OSHATI notices (OSHA Notice TED1).

<u>Course No.</u>	<u>Title</u>
200/A	Construction Standards
201/A	Hazardous Materials
203	Basic Electrical Principles
204/A	Machinery and Machine Guarding Standards
205	Cranes and Rigging Safety for Construction
206	Maritime Standards
207/A	Fire Protection and Life Safety
208	Cranes and Material Handling for General Industry
220	Industrial Noise
221	Principles of Industrial Ventilation
222/A	Respiratory Protection
223	Industrial Toxicology
224	Laboratory Safety and Health
225/A	Principles of Ergonomics
226	Permit-Required Confined Space Entry
228	Recognition, Evaluation and Control of Ionizing Radiation
233	Indoor Air Quality
301	Excavation, Trenching and Soil Mechanics
304	Power Press Guarding
308	Principles of Scaffolding
309/A	Electrical Standards
310	Applied Spray Finishing and Coating Principles
311	Fall Arrest Systems
331	Hazardous Waste Site Inspection and Emergency Response